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JOB VACANCIES AND OVERTIME, AUSTRALIA, NOVEMBER 1991

SUMMARY OF FINDINGS

Job vacancies:

The estimated number of vacancies at 15 November 1991 on a seasonally adjusted basis was 25,800, a 2.8 per cent increase on August 1991 and a 27.0 per cent decrease on November 1990. This is the first quarterly increase in the seasonally adjusted job vacancies series since November 1989.

In original terms, the number of job vacancies continued to decline. November 1991 vacancies were estimated at 24,900, 2.6 per cent lower than for August 1991. New South Wales was the only State to record a fall, down 28.4 per cent (3,100 vacancies).

There were 8,600 public sector vacancies recorded in November 1991, down slightly from the 9,400 recorded in August 1991. In the same period, the private sector rose marginally to 16,300 vacancies.

The job vacancy rate for Australia fell to 0.42 per cent compared to 0.44 per cent for August 1991, and 0.60 per cent for November 1990.

Overtime:

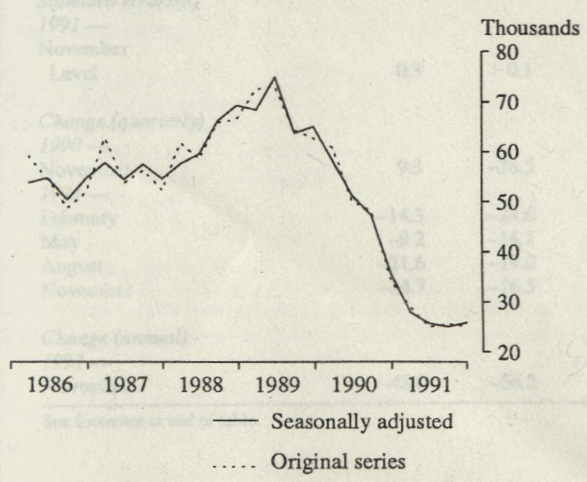
On a seasonally adjusted basis, estimated average weekly overtime hours per employee for November 1991 was 1.06 hours, down 4.7 per cent from the August 1991 estimate of 1.11 hours.

In original terms, the estimated average weekly overtime hours per employee was 1.14 hours, a 6.0 per cent increase on the August 1991 estimate of 1.07 hours. Seven of the eight States and Territories recorded increases with South Australia having the largest percentage rise of 16.8 per cent, followed by the Western Australia with 11.7 per cent. The only decrease occurred in the Northern Territory where there was a fall of 10.7 per cent on the previous quarter. Over the year to November 1991, there was a decrease of 15.1 per cent in average weekly overtime hours per employee for Australia (1.34 to 1.14 hours). Falls occurred in each of the States and Territories with the Northern Territory's decrease of 29.0 per cent being the largest.

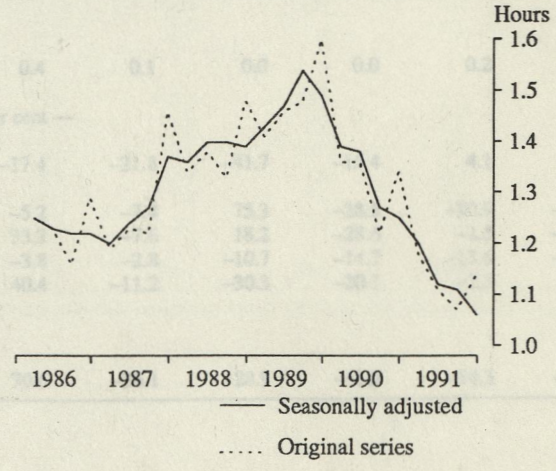
On a seasonally adjusted basis, estimated average weekly overtime hours per employee working overtime in November 1991 was 6.75, a 3.6 per cent decrease on the August 1991 estimate of 7.00 hours. Over the year to November 1991, there was a fall of 6.5% in the estimate.

In original terms, average weekly overtime hours per employee working overtime in November 1991 was 6.96 hours, an increase of 2.0 per cent on the August 1991 estimate, while in the year to November 1991, there was a fall of 6.5 per cent. Since August there were increases in South Australia (18.0%) and Western Australia (5.5%). In Queensland there was a decrease of 4.3 per cent.

JOB VACANCIES, AUSTRALIA



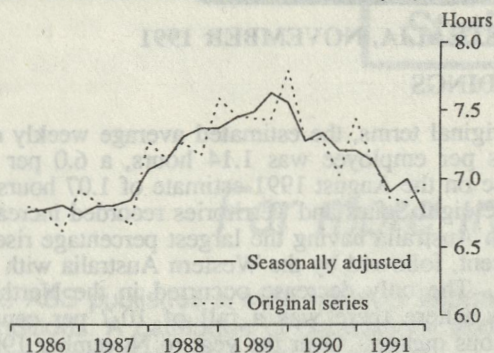
AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE, AUSTRALIA



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**AVERAGE WEEKLY OVERTIME HOURS
PER EMPLOYEE WORKING OVERTIME, AUSTRALIA**



The seasonally adjusted estimate of the percentage of employees working overtime in November 1991 was 15.71, a slight decrease from August 1991 and a decrease of 9.2 per cent since November 1990.

In original terms, the percentage of employees working overtime increased by 4.0 per cent from August 1991. (Queensland recorded the highest increase of 8.7%). All States and Territories recorded decreases in the year to November 1991 except Queensland.

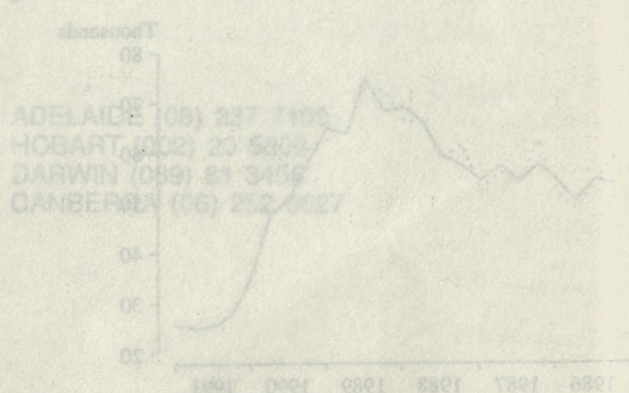
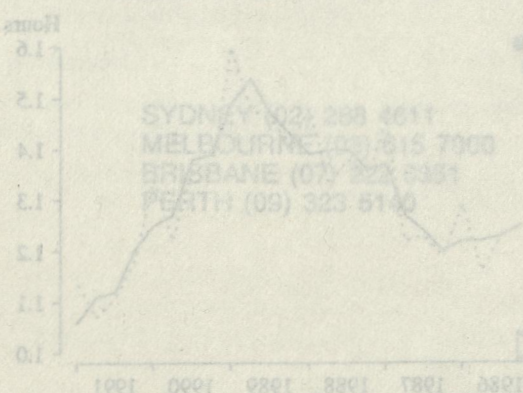
NOTE

The statistics of Job Vacancies and Overtime are compiled from data obtained from a sample survey of employers. Refer to paragraph 2 of the Explanatory Notes (page 9) for information regarding the sampling frame used by this survey.

W. McLENNAN
Acting Australian Statistician

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TABLE 1. TOTAL JOB VACANCIES : PRIVATE AND PUBLIC SECTORS, STATES AND TERRITORIES

	Original series								
Reference date	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Australia
PRIVATE SECTOR									
— '000 —									
1990—									
17 August	15.4	7.2	* 5.3	1.5	2.1	* 0.6	* 0.4	* 0.4	32.7
16 November	9.7	2.3	* 3.6	* 1.4	1.3	* 0.4	* 0.4	* 0.3	19.4
1991—									
15 February	6.6	* 2.5	3.5	1.4	* 1.4	0.4	* 0.3	* 0.2	16.2
17 May	5.7	* 2.5	* 3.1	* 0.9	* 1.5	* 0.3	* 0.1	* 0.4	14.4
16 August	7.1	* 3.0	* 3.1	* 1.4	0.9	* 0.2	* 0.3	* 0.2	16.2
15 November	4.6	* 4.3	* 3.4	* 1.2	* 1.7	0.4	* 0.3	* 0.4	16.3
Standard errors(a)									
1991 —									
November									
Level	1.1	1.2	1.1	0.5	0.5	0.1	0.2	0.2	2.1
Change (quarterly)									
— per cent —									
1990 —									
November	-36.8	-67.4	-31.6	-0.9	-37.5	-39.2	-1.2	-27.6	-40.6
1991 —									
February	-32.3	5.2	-3.4	-2.0	8.5	8.7	-33.9	-21.7	-16.6
May	-14.0	2.7	-12.2	-39.8	5.9	-17.2	-60.1	59.9	-11.4
August	25.6	20.6	0.6	59.7	-39.6	-40.3	206.7	-48.5	12.6
November	-35.7	42.6	9.5	-8.8	88.9	86.0	10.5	108.0	0.7
Change (annual)									
1991 —									
November	-52.9	85.7	-6.5	-14.1	31.2	0.1	-10.5	34.1	-16.1
PUBLIC SECTOR									
— '000 —									
1990—									
17 August	5.6	3.3	2.3	0.6	1.0	0.3	0.4	1.8	15.4
16 November	6.2	2.0	2.8	0.5	0.8	0.2	0.3	1.9	14.7
1991—									
15 February	5.3	1.5	2.7	0.5	0.7	0.3	0.2	1.5	12.8
17 May	4.8	1.3	1.3	* 0.6	0.7	0.4	0.2	1.5	10.8
16 August	3.8	1.1	1.6	* 0.6	0.6	0.4	0.1	1.3	9.4
15 November	3.2	0.9	1.5	* 0.8	0.6	0.3	0.1	1.2	8.6
Standard errors(a)									
1991 —									
November									
Level	0.3	0.1	0.1	0.4	0.1	0.0	0.0	0.2	0.6
Change (quarterly)									
— per cent —									
1990 —									
November	9.3	-38.5	20.4	-17.4	-21.8	-41.7	-15.4	4.1	-4.6
1991 —									
February	-14.3	-24.6	-2.8	-5.2	-7.4	75.3	-28.5	-20.9	-12.9
May	-9.2	-14.1	-51.5	33.3	-7.6	18.2	-28.6	-1.5	-15.9
August	-21.6	-19.0	18.8	-3.8	-2.8	-10.7	-14.7	-13.6	-12.5
November	-14.7	-16.5	-4.0	40.4	-11.2	-30.3	-20.1	-2.3	-8.5
Change (annual)									
1991 —									
November	-48.0	-56.2	-46.2	70.6	-26.1	28.9	-65.2	-34.3	-41.3

See footnotes at end of table.

TABLE 1. TOTAL JOB VACANCIES : PRIVATE AND PUBLIC SECTORS, STATES AND TERRITORIES—continued

Reference date	Original series									Seasonally adjusted series
	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Australia	Aust.
TOTAL										
— '000 —										
1990—										
17 August	21.1	10.5	7.6	2.0	3.0	0.9	0.8	2.2	48.1	47.3
16 November	15.9	4.4	6.4	1.9	2.1	0.6	0.7	2.2	34.1	35.4
1991—										
15 February	11.9	4.0	6.2	1.9	2.1	0.7	0.5	1.7	29.0	27.9
17 May	10.5	3.8	4.4	* 1.5	2.1	0.7	0.3	1.8	25.1	25.7
16 August	10.9	4.1	4.6	* 2.0	1.5	0.6	* 0.5	1.5	25.6	25.1
15 November	7.8	5.2	4.9	* 2.1	2.3	0.6	* 0.5	1.6	24.9	25.8
Standard errors(a)										
1991 —										
November										
Level	1.2	1.2	1.1	0.6	0.5	0.1	0.2	0.3	2.2	(b)
Change (quarterly)										
1990 —										
November	-24.4	-58.2	-15.7	-5.6	-32.4	-40.1	-8.3	-1.6	-29.1	-25.2
1991 —										
February	-25.3	-8.7	-3.2	-2.8	2.6	32.6	-31.4	-21.0	-15.0	-21.1
May	-11.8	-3.8	-29.4	-21.9	1.4	-0.4	-45.0	6.6	-13.4	-8.0
August	4.0	7.0	6.1	33.1	-28.3	-23.6	69.0	-20.6	1.9	-2.1
November	-28.4	27.2	5.0	6.0	47.3	9.5	0.9	11.9	-2.6	2.8
Change (annual)										
1991 —										
November	-51.0	19.7	-23.9	7.2	9.8	10.4	-35.7	-25.1	-26.9	-27.0

(a) See paragraphs 11 to 15 of the Explanatory Notes. (b) See paragraph 12 of the Explanatory Notes.

TABLE 2. JOB VACANCY RATES, STATES AND TERRITORIES
(per cent)

Reference date	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Australia
1990—									
17 August	1.03	0.67	0.89	0.44	0.63	0.66	1.40	1.88	0.84
16 November	0.78	0.29	0.77	0.40	0.43	0.40	1.28	1.82	0.60
1991—									
15 February	0.61	0.26	0.75	0.40	0.45	0.48	0.88	1.45	0.52
17 May	0.51	0.24	0.52	* 0.30	0.43	0.44	0.46	1.43	0.43
16 August	0.54	0.25	0.52	* 0.41	0.31	0.36	* 0.75	1.26	0.44
15 November	0.39	0.32	0.53	* 0.42	0.43	0.40	* 0.73	1.38	0.42
Standard errors(a)									
1991—									
November									
Level	0.06	0.07	0.12	0.13	0.10	0.06	0.25	0.25	0.04
Change (quarterly)									
1990—									
November	-24.2	-57.2	-13.5	-8.3	-32.6	-39.0	-9.0	-3.3	-28.5
1991—									
February	-22.3	-10.3	-2.7	-1.6	5.4	19.3	-31.1	-20.3	-14.1
May	-16.2	-8.3	-30.9	-24.8	-5.8	-9.3	-47.3	-1.4	-17.5
August	5.1	6.1	0.2	39.4	-28.0	-17.1	62.6	-12.0	2.0
November	-27.5	28.0	2.2	1.6	41.6	11.9	-2.9	9.9	-3.1
Change (annual)									
1991—									
November	-50.4	11.7	-31.1	4.7	1.2	0.4	-42.7	-23.9	-30.0

(a) See paragraphs 11 to 15 of the Explanatory Notes.

TABLE 3. JOB VACANCIES : INDUSTRY, AUSTRALIA
(^{'000})

Industry	Reference date						Standard error(a)
	1990		1991				
	17 Aug.	16 Nov	15 Feb.	17 May	16 Aug.	15 Nov.	
Manufacturing —	9.1	3.7	3.9	3.4	3.0	* 3.3	0.9
Basic and fabricated metal products, other machinery and equipment, transport equipment	* 2.8	* 1.7	* 1.7	* 1.3	0.7	1.0	0.1
Other manufacturing	* 6.3	1.9	2.2	2.0	* 2.3	* 2.3	0.9
Non-Manufacturing —							
Electricity, gas and water	0.7	0.4	0.3	* 0.3	0.2	0.2	0.0
Wholesale and retail trade	10.5	6.0	* 4.3	5.3	5.2	5.3	1.3
Transport and storage; Communication	* 1.4	* 1.0	* 0.7	0.3	* 0.8	* 1.0	0.6
Public administration and defence(b)	4.0	3.7	3.5	2.9	3.2	2.5	0.4
Community services	10.3	10.3	9.4	7.8	7.0	6.4	0.6
Other(c)	12.0	9.0	7.0	5.1	6.2	6.2	1.2
Total all industries	48.1	34.1	29.0	25.1	25.6	24.9	2.2

(a) Relates only to latest level estimate. See paragraphs 11 to 15 of the Explanatory Notes. (b) Excludes permanent defence forces. (c) Comprises Mining, Construction, Finance, property and business services and Recreation, personal and other services.

TABLE 4. OVERTIME : STATES AND TERRITORIES

Reference period - pay period ending on or before	Original series								Seasonally adjusted series	
	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Australia	Aust.
AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE										
— hours —										
1990—										
17 August	1.21	1.24	1.14	1.06	1.48	1.20	1.58	1.03	1.22	1.27
16 November	1.32	1.41	1.15	1.30	1.63	1.16	1.59	1.02	1.34	1.25
1991—										
15 February	1.21	1.14	0.94	1.18	1.60	1.24	1.21	0.89	1.18	1.20
17 May	1.09	1.04	1.10	0.99	1.53	1.05	1.23	1.01	1.11	1.12
16 August	1.09	1.04	1.03	0.82	1.40	1.00	1.26	0.99	1.07	1.11
15 November	1.12	1.13	1.07	0.96	1.57	1.04	1.13	0.99	1.14	1.06
Standard errors(a)										
1991 —										
November										
Level	0.09	0.08	0.05	0.07	0.14	0.09	0.20	0.07	0.04	(b)
Change (quarterly)										
1990 —										
November	9.5	13.5	1.1	22.6	10.0	-3.4	0.3	-1.4	9.9	-1.4
1991 —										
February	-8.6	-19.0	-18.0	-9.0	-2.2	7.0	-23.7	-12.4	-12.1	-4.2
May	-9.8	-8.9	17.1	-16.5	-4.1	-15.4	1.2	12.9	-5.9	-6.1
August	-0.1	0.1	-6.5	-16.9	-8.2	-5.0	3.0	-1.6	-3.2	-1.0
November	2.4	8.1	4.0	16.8	11.7	4.3	-10.7	0.3	6.0	-4.7
Change (annual)										
1991 —										
November	-15.6	-20.2	-6.5	-26.3	-3.8	-10.2	-29.0	-2.4	-15.1	-15.1
AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE WORKING OVERTIME										
— hours —										
1990—										
17 August	6.87	7.21	6.67	6.61	7.96	6.83	8.54	7.24	7.03	7.21
16 November	7.52	7.38	6.85	6.97	8.97	6.86	8.49	6.68	7.44	7.21
1991—										
15 February	7.05	6.75	6.30	7.67	9.27	8.00	8.37	6.93	7.14	7.13
17 May	6.68	6.65	6.58	6.50	9.02	6.45	8.18	6.50	6.86	6.91
16 August	6.81	6.77	6.54	5.81	8.33	6.82	7.27	6.63	6.83	7.00
15 November	6.76	7.03	6.26	6.86	8.79	6.77	7.44	6.72	6.96	6.75
Standard errors(a)										
1991 —										
November										
Level	0.30	0.29	0.19	0.29	0.85	0.40	1.09	0.32	0.16	(b)
Change (quarterly)										
1990 —										
November	9.5	2.4	2.7	5.5	12.7	0.5	-0.6	-7.7	5.8	0.0
1991 —										
February	-6.2	-8.6	-8.1	9.9	3.4	16.6	-1.4	3.7	-4.1	-1.1
May	-5.2	-1.5	4.5	-15.2	-2.7	-19.4	-2.3	-6.2	-3.9	-3.1
August	1.9	1.8	-0.6	-10.5	-7.7	5.7	-11.1	2.0	-0.4	1.2
November	-0.7	3.9	-4.3	18.0	5.5	-0.8	2.3	1.3	2.0	-3.6
Change (annual)										
1991 —										
November	-10.1	-4.7	-8.5	-1.6	-2.0	-1.4	-12.3	0.5	-6.5	-6.5

See footnotes at end of table.

TABLE 4. OVERTIME : STATES AND TERRITORIES—continued

Reference period - pay period ending on or before	Original series								Seasonally adjusted series	
	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Australia	Aust.
PERCENTAGE OF EMPLOYEES WORKING OVERTIME										
1990—										
17 August	17.60	17.26	17.04	16.03	18.65	17.54	18.52	14.24	17.32	17.61
16 November	17.61	19.13	16.78	18.64	18.21	16.87	18.69	15.21	17.98	17.30
1991—										
15 February	17.17	16.95	14.97	15.42	17.21	15.48	14.47	12.86	16.48	16.81
17 May	16.35	15.67	16.77	15.19	16.96	16.25	14.98	15.48	16.14	16.19
16 August	16.04	15.41	15.78	14.11	16.86	14.61	17.36	14.93	15.69	15.95
15 November	16.54	16.02	17.15	13.97	17.86	15.37	15.14	14.78	16.31	15.71
Standard errors(a)										
1991 —										
November										
Level	0.90	0.81	0.88	0.85	1.43	0.95	1.77	1.19	0.43	(b)
Change (quarterly)										
1990 —										
November	0.1	10.8	-1.5	16.2	-2.4	-3.8	0.9	6.8	3.8	-1.8
1991 —										
February	-2.5	-11.4	-10.8	-17.3	-5.5	-8.2	-22.6	-15.5	-8.3	-2.8
May	-4.8	-7.6	12.0	-1.5	-1.4	5.0	3.5	20.4	-2.0	-3.7
August	-1.9	-1.7	-5.9	-7.1	-0.6	-10.1	15.9	-3.5	-2.8	-1.5
November	3.1	4.0	8.7	-1.0	5.9	5.2	-12.8	-1.0	4.0	-1.5
Change (annual)										
1991 —										
November	-6.1	-16.3	2.2	-25.0	-1.9	-8.9	-19.0	-2.9	-9.3	-9.2

(a) See paragraphs 11 to 15 of the Explanatory Notes. (b) See paragraph 12 of the Explanatory Notes.

TABLE 5. AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE : MANUFACTURING

Reference period - pay period ending on or before	Original series								Seasonally adjusted series	
	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Australia	Aust.
— hours —										
1990—										
17 August	2.56	2.70	2.08	2.12	2.96	2.19	2.75	1.54	2.52	2.66
16 November	3.14	2.58	2.34	2.45	2.45	2.04	2.37	2.27	2.69	2.47
1991—										
15 February	2.87	2.34	1.84	1.99	2.37	2.11	1.67	1.52	2.39	2.42
17 May	2.73	2.49	2.01	1.51	* 2.28	1.53	2.20	2.15	2.36	2.41
16 August	2.80	2.37	2.25	1.68	2.03	1.94	2.48	2.72	2.38	2.51
15 November	2.91	2.48	2.30	2.36	2.83	1.81	1.59	3.31	2.59	2.39
Standard errors(a)										
1991 —										
November										
Level	0.34	0.17	0.17	0.20	0.30	0.10	0.13	0.42	0.13	(b)
Change (quarterly)										
1990 —										
November	22.5	-4.3	12.4	15.4	-17.0	-6.9	-14.0	47.2	6.8	-6.9
1991 —										
February	-8.7	-9.2	-21.6	-18.7	-3.4	3.7	-29.3	-33.0	-11.0	-2.0
May	-4.6	6.1	9.7	-24.2	-3.6	-27.5	31.9	41.1	-1.3	-0.4
August	2.4	-4.6	11.6	11.4	-11.0	26.6	12.3	26.5	0.9	4.1
November	3.7	4.5	2.4	40.3	39.0	-6.7	-36.0	21.7	8.8	-5.1
Change (annual)										
1991 —										
November	-7.4	-3.9	-1.7	-3.7	15.2	-11.2	-33.0	45.5	-3.6	-3.5

(a) See paragraphs 11 to 15 of the Explanatory Notes. (b) See paragraph 12 of the Explanatory Notes.

TABLE 6. OVERTIME : INDUSTRY, AUSTRALIA

	Reference period - pay period ending on or before						Standard error(a)
	1990		1991				
Industry	17 Aug.	16 Nov	15 Feb.	17 May	16 Aug.	15 Nov.	
AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE							
Mining	5.44	5.25	5.71	6.14	5.79	5.44	0.79
Manufacturing	2.52	2.69	2.39	2.36	2.38	2.59	0.13
Food,beverages and tobacco	2.77	3.25	2.60	2.41	2.50	2.64	0.24
Textiles; Clothing and footwear	2.83	1.91	2.00	2.13	1.45	1.91	0.41
Paper, paper products, printing and publishing	1.54	1.84	* 1.48	1.58	1.45	1.85	0.17
Chemical, petroleum and coal products	2.57	2.74	2.89	3.21	3.04	2.52	0.21
Basic metal products	4.23	5.07	4.26	3.95	4.00	3.80	0.22
Fabricated metal products; Other machinery and equipment	2.38	2.41	2.45	2.37	2.54	2.35	0.21
Transport equipment	2.34	1.95	1.98	1.83	1.80	1.94	0.16
Other manufacturing	2.30	2.76	2.06	2.21	2.40	3.46	0.53
Electricity, gas and water	2.10	1.99	1.88	1.83	1.64	1.62	0.03
Construction	2.52	3.45	2.87	2.42	1.57	2.08	0.31
Wholesale trade	1.07	1.04	1.13	1.05	1.17	1.40	0.28
Retail trade	0.76	0.81	0.63	0.61	0.63	0.64	0.06
Transport and storage; Communication	2.10	2.55	2.18	2.03	1.96	1.89	0.13
Public administration and defence(b)	0.84	0.84	0.78	0.79	0.59	0.80	0.04
Community services	0.42	0.42	0.44	0.42	0.39	0.37	0.02
Other(c)	0.53	0.53	0.42	0.37	0.49	0.37	0.04
All industries	1.22	1.34	1.18	1.11	1.07	1.14	0.04
AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE WORKING OVERTIME							
Mining	10.56	11.38	11.56	11.60	10.89	10.89	0.76
Manufacturing	8.08	8.23	7.88	7.71	7.65	7.93	0.30
Food,beverages and tobacco	7.68	8.26	7.22	7.20	7.02	7.48	1.11
Textiles; Clothing and footwear	9.82	8.35	8.56	9.20	7.31	7.77	1.02
Paper, paper products, printing and publishing	6.39	7.00	7.08	6.91	6.28	7.33	0.66
Chemical, petroleum and coal products	8.78	9.01	9.43	9.88	8.98	8.16	0.65
Basic metal products	9.23	10.75	10.39	9.29	9.22	8.91	0.33
Fabricated metal products; Other machinery and equipment	7.79	7.36	7.17	7.07	7.86	7.31	0.40
Transport equipment	7.78	7.25	8.47	8.44	7.60	7.50	0.24
Other manufacturing	8.31	8.68	7.59	7.25	7.47	9.01	0.68
Electricity, gas and water	8.08	7.91	7.72	7.59	7.28	7.20	0.08
Construction	8.52	10.72	11.11	11.34	8.28	9.76	0.68
Wholesale trade	6.80	6.25	6.68	5.77	6.01	6.79	0.89
Retail trade	4.60	4.96	4.59	4.18	4.88	4.67	0.22
Transport and storage; Communication	7.53	8.27	7.66	7.54	7.69	7.05	0.30
Public administration and defence(b)	5.73	5.62	5.20	5.45	5.00	5.60	0.26
Community services	6.03	5.96	6.51	5.76	5.71	6.05	0.16
Other(c)	5.48	5.70	4.86	4.93	5.83	4.83	0.22
All industries	7.03	7.44	7.14	6.86	6.83	6.96	0.16
PERCENTAGE OF EMPLOYEES WORKING OVERTIME							
Mining	51.50	46.12	49.45	52.95	53.12	49.92	4.52
Manufacturing	31.14	32.68	30.37	30.63	31.14	32.69	1.27
Food,beverages and tobacco	36.07	39.35	36.06	33.44	35.62	35.25	4.12
Textiles; Clothing and footwear	28.80	22.86	23.36	23.12	19.88	24.66	3.68
Paper, paper products, printing and publishing	24.19	26.33	20.88	22.89	23.04	25.25	2.08
Chemical, petroleum and coal products	29.30	30.39	30.64	32.51	33.81	30.91	1.79
Basic metal products	45.86	47.19	41.01	42.49	43.36	42.65	1.39
Fabricated metal products; Other machinery and equipment	30.60	32.79	34.23	33.56	32.35	32.16	2.64
Transport equipment	30.04	26.94	23.39	21.67	23.74	25.84	1.62
Other manufacturing	27.73	31.83	27.18	30.54	32.08	38.39	3.45
Electricity, gas and water	25.97	25.14	24.29	24.14	22.53	22.45	0.51
Construction	29.51	32.24	25.80	21.30	18.95	21.32	2.78
Wholesale trade	15.78	16.67	16.96	18.26	19.44	20.57	2.53
Retail trade	16.55	16.26	13.74	14.59	12.96	13.75	1.06
Transport and storage; Communication	27.88	30.79	28.46	26.95	25.51	26.77	1.54
Public administration and defence(b)	14.61	15.02	15.04	14.44	11.89	14.26	0.84
Community services	7.02	7.12	6.76	7.38	6.83	6.07	0.27
Other(c)	9.65	9.28	8.62	7.59	8.36	7.71	0.71
All industries	17.32	17.98	16.48	16.14	15.69	16.31	0.43

(a) Relates only to latest level estimate. See paragraphs 11 to 15 of the Explanatory Notes. (b) Excludes permanent defence forces. (c) Comprises Finance, property and business services and Recreation, personal and other services.

EXPLANATORY NOTES

Introduction

This survey contains estimates of job vacancies and overtime for November 1991 based on information obtained from a sample survey of employers.

Coverage adjustment

2. This survey uses as its sampling frame the ABS's register of businesses which is regularly updated to take account of new businesses and businesses ceasing operation. A major source of information on new businesses is group employer (GE) registrations with the Australian Tax Office. The ABS has developed an improved computerised system which reduces the delay in new businesses from this source being recorded on the register, and has completed an analysis to identify businesses which have been omitted from the register in the past. From the May 1991 survey these updates have been implemented. Assessments of the improvements to the register have revealed that the effects on the estimates of job vacancies and overtime are minor and not statistically significant. Therefore no revisions to previously published data have been made.

Scope of the survey

3. All wage and salary earners who received pay for the reference period are represented in the survey, except:

- members of the Australian permanent defence forces;
- employees of enterprises primarily engaged in agriculture, forestry, fishing and hunting;
- employees in private households employing staff;
- employees of overseas embassies, consulates, etc.;
- employees based outside Australia;
- employees on workers' compensation who are not paid through the payroll.

4. Also excluded are the following persons who are not regarded as employees for the purposes of this survey:

- directors who are not paid a salary;
- proprietors/partners of unincorporated businesses;
- self-employed persons such as subcontractors, owner/drivers, consultants and persons paid solely by commission without a retainer.

5. All vacancies (as defined in paragraph 4 of the Glossary) for wage and salary earners are represented in the survey, except those:

- in the Australian permanent defence forces;
- in enterprises primarily engaged in agriculture, forestry, fishing and hunting;
- in private households employing staff;
- in overseas embassies, consulates, etc.;
- located outside Australia.

Survey design

6. A sample of approximately 5,000 employers is selected from the ABS register of businesses to ensure adequate State and industry representation. The sample is updated each quarter to take account of new businesses, those which have ceased operation and structural changes such as takeovers and mergers. The statistical unit for the survey comprises all activities of an enterprise in a particular State or Territory. Each statistical unit is classified to an industry which reflects the predominant activity of the enterprise in the State or Territory. In a small number of cases where an enterprise has significant employment in more than one industry, a separate statistical unit is created for each industry. The statistical units are stratified by State, industry and size of employment and a simple random sample is selected from each stratum.

Historical series

7. The series were introduced in November 1983. They replaced the job vacancies and overtime series based on information from a sample of employers registered to pay payroll tax and from government organisations. Estimates contained in this publication are not strictly comparable with those obtained prior to November 1983.

Seasonal Adjustment

8. Seasonally adjusted series are published for national estimates in Tables 1, 4 and 5. Seasonal adjustment is a means of removing the estimated effects of normal seasonal variation from the series so that the effects of other influences can be more clearly recognized. Seasonal adjustment does not remove the irregular or non-seasonal influences which may be present in any particular period. Volatile or unsystematic influences may still affect the interpretation of movement in the series, even after adjustment for seasonal variation.

9. Seasonally adjusted data for periods back to November 1983 are available on request for those adjusted series contained in this publication. Seasonally adjusted estimates for the Manufacturing industry and some Mining industry series are also available on request back to November 1983. The seasonal factors used in compiling these series are revised annually to take account of each year's original data.

10. Details about the method of seasonal adjustment of these series are available from the Assistant Director, Time Series Analysis, telephone (06) 252 6103.

Reliability of estimates

11. As the estimates in this publication are based on information relating to a sample of employers rather than a full enumeration, they are subject to sampling variability. That is, they may differ from the figures that would have been produced if the information had been obtained from all employers. This difference, called sampling error, should not be confused with inaccuracy that may occur because of imperfections in reporting by respondents or in processing by the ABS. Such inaccuracy is referred to as non-sampling error and may occur in any enumeration,

whether it be a full count or sample. Efforts have been made to reduce non-sampling error by careful design of questionnaires, detailed checking of returns and quality control of processing.

12. The sampling error associated with any estimate can be estimated from the sample results. One measure of sampling error is given by the standard error which indicates the degree to which an estimate may vary from the value that would have been obtained from a full enumeration (the 'true' figure). There are about two chances in three that a sample estimate differs from the true value by less than one standard error, and about nineteen chances in twenty that the difference will be less than two standard errors. Seasonally adjusted estimates have a standard error similar to those applying to original series.

13. An example of the use of a standard error is as follows. If the estimated number of job vacancies was 55,000 with a standard error of 3,000, then there would be about two chances in three that a full enumeration would have given a figure in the range 52,000 to 58,000 and about nineteen chances in twenty that it would be in the range 49,000 to 61,000.

14. Movements in estimates of job vacancies and overtime are considered to be statistically significant where they exceed two standard errors.

15. Another measure of the sampling error is the relative standard error, which is obtained by expressing the standard error as a percentage of the estimate. Level estimates with a relative standard error of 25 per cent or more, denoted with an asterisk in this publication, are subject to sampling variability generally considered to be too high for most practical purposes.

Industry classification

16. Industry is classified according to the Australian Standard Industrial Classification (ASIC) 1983 Edition, Volume 1 - The Classification (1201.0).

Related publications

17. Users may also wish to refer to the following publications which are available on request:

Information Paper: New Statistical Series: Employment, Average Weekly Earnings, Job Vacancies and Overtime (6256.0)

Job Vacancies, Australia (6231.0) — issued quarterly, discontinued August 1989

Overtime, Australia (6330.0) — issued quarterly, discontinued August 1989

The Labour Force, Australia (6203.0) — issued monthly

Average Weekly Earnings, States and Australia (6302.0) — issued quarterly

Employed Wage and Salary Earners, Australia (6248.0) — issued quarterly.

18. Current publications produced by the ABS are listed in the *Catalogue of Publications, Australia* (1101.0). The ABS also issues, on Tuesdays and Fridays, a *Publications Advice* (1105.0) which lists publications to be released in the next few days. The Catalogue and Publications Advice are available from any ABS office.

Unpublished statistics

19. Unpublished job vacancies and overtime estimates can be made available on request for various combinations of the following variables: State/Territory, sector (public or private) and industry (broad grouping as per Table 6). It should be noted, however, that estimated lower levels of disaggregation than that published in this bulletin may be subject to sampling variability considered too high for most practical purposes. Inquiries regarding data availability and associated charges should be made to the officer whose name appears in the Inquiries box at the front of this publication.

Symbols and other usages

- nil or rounded to zero
- * subject to sampling variability too high for most practical purposes (see paragraph 15 above)
- r revised since previous publications

20. Where figures have been rounded, discrepancies may occur between sums of the component items and totals.

APPENDIX A: GLOSSARY

Average hours of overtime per employee is calculated by dividing total overtime hours paid for in a particular group by the total number of employees in the same group (including those who were not paid for any overtime).

2. *Average hours of overtime per employee working overtime* is calculated by dividing total overtime hours paid for in a particular group (e.g. industry, State or Territory) by the number of employees who were paid for overtime in the same group.

3. *Employees* refers to all wage and salary earners (as defined in paragraphs 3 and 4 of the Explanatory Notes) who received pay for any part of the reference period.

4. A *job vacancy* is a job available for immediate filling on the survey reference date and for which recruitment action had been taken. Recruitment action includes efforts to fill vacancies by advertising, by factory notices, by notifying public or private employment agencies or trade unions and by contacting, interviewing or selecting applicants already registered with the enterprise or organisation. Excluded are jobs available only to persons already employed by the enterprise or organisation. This point is particularly relevant to the Australian Public Service and the Public Services of each of the States and the Territories.

Excluded are vacancies:

- of less than one day's duration;
- to be filled by persons already hired, or by promotion or transfer of existing employees;
- to be filled by employees returning from paid or unpaid leave or after industrial dispute(s);

- not available for immediate filling on the survey reference date;
- not available within the particular State or Territory to which the return relates;
- for work to be carried out under contract;
- for which no effort is being made to fill the position.

5. The *job vacancy rate* is calculated by expressing the number of job vacancies as a percentage of the number of employees plus vacancies.

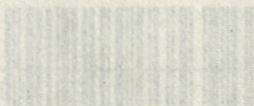
6. *Overtime* is time worked in excess of award, standard or agreed hours of work for which payment is received. Excluded is any overtime for which employees would not receive payment, e.g. unpaid overtime worked by managerial, executive, etc. staff, normal shiftwork and standard hours paid for at penalty rates.

7. *Overtime hours* represent the number of hours of overtime paid for. Respondents are instructed not to convert overtime hours to their ordinary time equivalent. For example, 100 hours of overtime paid for at time and a half and 20 hours at double time would be counted as 120 hours, not 190.

8. *Reference date* for the survey is the third Friday of the middle month of the quarter. The reference date for the current survey is 15 November 1991.

9. *Reference period* for the survey refers to the last pay period ending on or before the reference date.

10. *Sector*. Public sector includes all local government authorities and government departments, agencies and authorities created by, or reporting to the Commonwealth and State Parliaments. All remaining employees are classified as private sector.



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